

HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

MONDAY

MARCH 20, 2017

7:00 P.M.

6:15 p.m. – Finance & Administration Committee

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

a. February 21st, 2017 Council Meeting Minutes

3. COMMUNICATIONS

- a. MMA Safety Grant Program Reimbursement – Representing payment for the October Safety Grant received for two Revel Scout Portable LED Scene Lights
- b. Press Release regarding the Appeals Court upholding the DEP permits for MRC/Fiberight
- c. Notice of Agency Liquor Store Selection Hearings for two Hampden applicants being considered for licensure
- d. Victualer's License renewal – Fresh Ginger

4. REPORTS

- a. Finance Committee Minutes – 03/06/2017
- b. Infrastructure Committee Minutes – none
- c. Planning & Development Committee Minutes – none
- d. Services Committee Minutes – 02/16/2017

C. PUBLIC COMMENTS

D. POLICY AGENDA

NOTE: The Council will take a 5-minute recess at 8:00 pm.

1. NEWS, PRESENTATIONS & AWARDS

- a. Council recognition of Peter Neal as certified Harbor Master
- b. Council expression of sympathy in the passing of John Quesnel

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS – Appointment of an Interim Director to the RSU 22 Board of Directors – *referral from Finance & Administration*

- a. James Davitt
- b. Thomas Dorrity
- c. Lindsay Harmon
- d. Cindy Mitchell

4. OLD BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of \$2,425.00 from the Municipal Building Reserve Account for the purpose of replacing lighting at the Town Office; request for authorization for the expenditure of \$123.00 from the Municipal Building Reserve Account for the purpose of paying for a service call for the municipal building generator – total requested: \$2,548.10 – *referral from Finance & Administration Committee*
- b. Request for authorization for the expenditure of \$25,451.15 from the Personnel Reserve Account for the purpose of offsetting costs associated with payroll expenses in Administration, Elections and Economic Development – *referral from Finance & Administration Committee*
- c. Contract award for the CCTV and Cleaning of Sanitary and Storm Sewer Systems Bid – *referral from Finance & Administration Committee*
- d. Request for authorization for the expenditure of \$14,643.95 from the Conservation/Recreation Account for the purpose of funding eligible projects – *referral from Finance & Administration*

- e. Request for authorization for the expenditure of \$2,000.00 from snowmobile registration fees to Goodwill Riders Snowmobile Club – *referral from Finance & Administration Committee*
- f. Council referral to public hearing the proposed amendments to the Town of Hampden Zoning Ordinance – *referral from Planning Board*
- g. Council confirmation of the designated representatives for the March 27th meeting with the RSU, other Town's within the RSU, and State Representatives; and confirmation of the proposed topics to be discussed – *referral from Finance & Administration*

7:30

- h. Executive Session – pursuant to 1 M.R.S.A. § 405(6)(F) – Confidential records

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

B-2-a

MONDAY

MARCH 6, 2017

7:00 P.M.

6:00 p.m. – Finance & Administration Committee

Attending:

Mayor Ryder

Councilor Sirois

Councilor McPike

Councilor Marble

Councilor Cormier

Councilor McAvoy

Absent:

Councilor Wilde

Town Manager Angus Jennings

Town Clerk Paula Scott

Mayor Ryder called the meeting to order at 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE** – *Mayor Ryder led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor McAvoy made a motion to accept the consent agenda. Councilor McPike seconded the motion. Councilor Marble stated that in the 02/21/2017 minutes, under the Committee Reports, the Planning & Development chair should be changed to Councilor McPike. After correction, the consent agenda was accepted by a unanimous vote in favor.*
- 1. SIGNATURES**
- 2. SECRETARY'S REPORTS**
- a. February 21st, 2017 Council Meeting Minutes**
- 3. COMMUNICATIONS**
- a. MMA Safety Grant Scholarship Program** – Scholarship awarded to Lieutenant Lundstrom to attend the Fire Office III & IV Program
- b. Roles of Elected Officials & Municipal Managers 2017 class** brochure for class to be held on Tuesday, April 11, 2017
- 4. REPORTS**
- a. Finance Committee Minutes** – 02/06/2017 & 02/21/2017
- b. Infrastructure Committee Minutes** – 01/30/2017
- c. Planning & Development Committee Minutes** – 02/02/2017

NOTE: The Council will take a 5-minute recess at 8:00 pm.

d. Services Committee Minutes – 01/09/2017**C. PUBLIC COMMENTS - None****D. POLICY AGENDA**

1. NEWS, PRESENTATIONS & AWARDS - Mayor Ryder informed fellow Councilors as well as the public that there will be a benefit Baked Bean Supper at the Kiwanis Civic Center on March 11th, 2017 from noon until 4:00. This is to benefit Marine Veteran Bob Muncey who lost his home due to a fire. He lost everything and has no insurance and this is a fundraiser to help him out. He encouraged all to attend.

2. PUBLIC HEARINGS - None

3. NOMINATIONS – APPOINTMENTS – ELECTIONS - None

4. OLD BUSINESS - None

5. NEW BUSINESS

a. Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages – referral from Services Committee – Councilor Marble reported that when this came before Services Committee, they reviewed the content and application and it was well received. This has been very useful to seniors in the past. When the request first came before the Manager, he put out an internal request and Chief Rogers as well as the Librarian both support this and can give \$300.00 each from their operating budgets to help with costs. Councilor Marble made a motion to authorize the expenditure of \$250.00 from the Host Community Benefit Account, with the addition of the previously mentioned \$600.00 from operating budgets, to pay for the second printing of the Senior Yellow Pages. Councilor McPike seconded the motion. Unanimous vote in favor.

b. Service Fees – Abatement requests based on 2% revenue threshold – referral from Finance & Administration Committee

Community Housing of Maine, requested abatement
\$1,794.62

OHI George Street, requested abatement \$1,265.83

OHI Patterson Road, requested abatement \$1,453.99
Penquis Mental Health Services, requested abatement \$1,744.63

The Housing Foundation, requested abatement \$15,606.11 –
Mayor Ryder reported that this was discussed in Finance Committee, but committee members did not feel comfortable making a recommendation until they have a chance to meet with the Tax Assessor to go over the procedure, guidelines, and the formula used. This item will be tabled until after that meeting takes place.

- c. **Approval of an application by Jeff's Catering and Bake Shop for an off-site liquor license for a catered event at Dennis Paper & Foodservice to be held May 20th, 2017 –** *Councilor McPike made a motion to approve the application by Jeff's Catering and Bake Shop for an off-site liquor license for a catered event at Dennis Paper. Councilor Marble seconded the motion. Councilor McAvoy asked for clarification of the process of the State license and the approval by Council allowing them to go off site. The Clerk explained the authorities under the catering and liquor license and confirmed that any liability rests with them. Motion was brought to vote. Unanimous vote in favor.*
- d. **Manager's memo recapping the Council Goals & Objectives session held on February 18th, 2017 –** *Manager Jennings reported on the Goals and Objectives session held here on February 18th that included all department heads, the Manager and Council members. This helped identify priorities and work planning to create a clear policy direction and work program. A draft summary matrix on the result and direction of the Goals and Objectives meeting is attached to the minutes as Exhibit A.*

E. COMMITTEE REPORTS -

Services Committee – *Councilor Marble reported that they have not met since last Council meeting, but the next is Monday the 13th at 6:00 p.m.*

Planning & Development – *Councilor McPike reported that their last meeting was March 1st and the meeting was devoted to the recent market study. The meeting lasted about an hour and a half and there were citizens in attendance. He stated that there are copies of the report on line and at the town office.*

Infrastructure – *Councilor Sirois reported that at committee they were updated on the GPS units. Kyle showed them different reports and features of the units. Councilor McPike thanked all staff involved in getting the units functioning. Other discussion was regarding sewer rates, upcoming expenses for FY18, and a potential rate increase. They also continued discussion on the Transfer Station Sticker Policy, and the Mailbox Policy which will remain as is. The LED lighting discussion has been put on hold.*

Finance & Administration – *Mayor Ryder reported that in addition to the financial items referred to Council under this agenda, the committee also went into Executive Session to hold the Manager's employee evaluation. At the end of the Session, there was a*

unanimous vote of confidence in the Manager. Councilors agree he is doing a great job, they are glad that he is here and are looking forward to another year of progress and improvement.

- F. MANAGER'S REPORT** – *Manager Jennings reported that the FY18 budget process is underway at the Department Head level as they have begun working on their own budgets. He met last week with representatives from the other RSU 22 towns and were informed that the State funding formula for education will be going through approximately 50 changes which will make town budgeting guesswork. It appears that the effect of the changes won't be known until June. He continues to work toward a meeting with our legislative delegation. Manager Jennings reported that the first Children's Committee meeting will be on March 14th at 6:00. Regarding the Volunteer Forum scheduled for April 9th, mailings went out to about 28 Civic organizations and have been getting positive feedback for the event.*

G. COUNCILORS' COMMENTS

Councilor McAvoy – Asked Manager Jennings if he knows the status of Revenue Sharing for this coming year, to which the Manager replied he did not at this time.

Councilor McAvoy reminded everyone to shop local and buy American

Councilor Cormier – No comment

Councilor Marble – Stated that he and his wife were reminded on Saturday of what a great community this is while attending a volunteer run and sponsored benefit for a Hampden Academy student who is battling cancer. He was reminded that when people get together to do the right thing, everyone benefits. He was also reminded during the Planning & Development meeting that being in Chambers always feels different when people are not here. With the upcoming budget, he stated that all Councilors benefit from hearing from the constituents and hopes that people will stay in contact and let them know what it is they are willing to support and spend money on in the budget.

Councilor McPike – Wished congratulations to the HA girls basketball team, and also the HA hockey team who both made it to the semifinals.

Councilor Sirois – No comment

Mayor Ryder – No comment

- H. ADJOURNMENT** – *With no other business, Councilor McAvoy made a motion, seconded by Councilor Marble to adjourn at 7:20 p.m. Unanimous vote in favor.*

Respectfully Submitted,



*Paula A. Scott, CCM
Town Clerk*

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 6, 2017
RE: FY18 Goals Setting, Outcomes and Next Steps

I have reviewed the materials presented at the Goals Setting session and my notes from the Council's discussion.

Three broad policy objectives for FY18 were apparent from the Council's discussion:

1. Recreational Facilities Planning, relative to Lura Hoit site evaluation, DEP permitting and potential expanded facilities; decide whether or not to extend Skehan Center lease and on what term and subject to what conditions; evaluate long-term planning for Library (i.e. current or alternate facility)
2. Evaluate potential changes to management of Solid Waste (i.e. Transfer Station operations and layout; level of service, etc.)
3. Evaluate suitability of current DPW departmental structure and staffing to meet Town's needs; including evaluating potential to outsource certain functions

Each of the above will continue to be incorporated into the work plan for the Services and Infrastructure Committees – and eventually the Finance Committee and Council (if/when specific costs are proposed). My office will also communicate to the public regarding these items (such as through the Hampden Highlights newsletter, social media etc.) so people understand that the Council expects to make decisions regarding these items during FY18 that could have long-term implications for the Town.

During Goals Setting, we also reviewed a more exhaustive list of policy initiatives that are ongoing, anticipated, or which have been suggested at one time or another but are not part of the present work program.

Based on the discussion that day and at various Committee meetings, I have attempted to categorize these initiatives in the "Vital / Important / Optional – Present v. Future" matrix, organized by Committee. These DRAFT sheets are attached. I would like to work with Mayor Ryder and each of the Committee Chairs to refine these to the point where they can be relied upon as accurate statements of the Committees' priorities for FY18 (and in some cases the remainder of FY17).

FINANCE & ADMINISTRATION COMMITTEE

DRAFT

Present

DRAFT

Future

DRAFT

A
Vital

Reorganize and reassign some financial management responsibilities
Resolve developers' escrow accounts (51 accounts over 10+ years totaling \$109,340)

Financing sewer treatment plant improvements (solicit interest rates, bond mgmt.)
Bond Issue for Route 1A project (authorization received; ant. spring 2018; secure and oversee bond issue)
Update Personnel Ordinance and Policies

B
Important

With Winterport, Newburgh and Frankfort, engage in budget and capital planning with RSU-22
Environmental Trust – document past seven years of potentially eligible expenditures (146 transactions totaling \$270,857)
Restore Fund Balance to healthier condition to eliminate need for tax anticipation borrowing
Website refresh

Evaluate use and potential disposition of Town-owned properties
Strategic planning for Environmental Trust as long-term resource
Revisit Bid Procedure Guidelines
Re-bid current long-term vendor contracts
Adopt Ambulance Abatement Policy
Regionalize one or more local services (if feasible, equal or greater level of service, and cost effective)
Revaluation (assessing)

C
Optional

Evaluate potential for solar installations on Town buildings and/or properties
Establish reserve account for demolishing dangerous buildings
Outsource assessing
Amend Town Charter to bring ordinance amendment process in line with statute to streamline current process

D
Worthless

DRAFT

DRAFT

DRAFT

DRAFT

PLANNING & DEVELOPMENT COMMITTEE

Present

DRAFT

Future

DRAFT

A

Vital

MRC/Fiberight – track status; potential contribution to infrastructure costs

Town Center planning, and zoning reforms to facilitate private property investment

Take advantage of infrastructure investments to improve market position of Business Park

Marijuana (recreational) - establish policies regarding land use/zoning and local licensing and inspections requirements

B

Important

Zoning amendments for improved flexibility in parking, signage standards

Marina sign on 1A (location, location permissions, design, public/private funding)

Add online forms/applications to website

Complete/maintain business database to expand business outreach and communications

Budgeting TIF funds

Zoning – Use Table

Zoning – Dimensional Table

Zoning – Districts

Zoning – Housekeeping

Revise Business Park design standards / covenants

Establish coordinated public/private vision for Route 1A and riverfront north from Marina Park; amend zoning

C

Optional

Loan guarantee program (TIF funded) for property improvements (building renovations only, or also new construction?) within designated priority location(s)

Create Applicants' Guide Book (for Site Plan, Subdivision etc.)

Zoning – Earth Removal

Market study part 2 focused on specific industry sectors and/or locations (post FY18)

D

Worthless

Recodification

DRAFT

DRAFT

DRAFT

SERVICES COMMITTEE

DRAFT

Present

DRAFT

Future

DRAFT

A
Vital

Lura Hoit Pool site analysis to determine feasibility for potential expansion of parking and athletic fields; initiate DEP permitting

Recreational Facilities Planning; decide whether or not to extend Skehan Center lease and on what term and subject to what conditions

Evaluate long-term planning for Library (i.e. current or alternate facility)

B
Important

Broadband Feasibility Study
Establish level of service expectations for seasonal Town Center flag displays

Establish facilities capital and maintenance plan for public recreational facilities, including library, in coordination with partnering user groups and taxpayers

Recreation Affiliated Programs - clarify terms of agreements incl. cost sharing

Next steps toward enhancing broadband availability (after current study complete)

C
Optional

Marina Park improved internal signage, NOAA-funded informational kiosk
Improve visibility of Papermill Park with signage on Coldbrook Road

Work with civic organizations, residents and businesses to create Community Resource Guide

Clarify Outdoor Facilities Ordinance (incl. whether Rules & Regulations were adopted/are needed)

Update Library Ordinance for consistency current practice on Board of Trustees

Create policy to allow for one-day beer and wine licenses for events at the Library

Review/Amend Harbor Ordinance

Execute new Cable Franchise Agreement

Create comprehensive walking trails map

Public Parks – pursue grant-funded improvements as available

D
Worthless
DRAFT

DRAFT

DRAFT

INFRASTRUCTURE COMMITTEE

DRAFT

Present

DRAFT

Future

DRAFT

A

Vital

Sidewalk on Western Ave. to complete "Four Mile Square," engineering, MDOT approval, construction

Revise sewer rates to ensure funds for borrowing, potential reduce payback length to General Fund

Enhance financial and infrastructure planning for sewer management and maintenance

Propose projects for State/Fed funding through BACTS process

Evaluate potential changes to management of Solid Waste (i.e. Transfer Station operations and layout, level of service, etc.)

Evaluate suitability of current DPW departmental structure and staffing to meet Town's needs; including evaluating potential to outsource certain functions

Route 1A reconstruction est. 2018-19, Mountainview to Western Ave., including new sidewalk

B

Important

Clarification of Transfer Station decal sales policies

Improved enforcement of current Transfer Station policies to manage costs

Pine Tree Landfill Post Closure (30 year monitoring); establish annual work scope, budget

GPS tracking/reporting of DPW fleet vehicles to evaluate operations, document per-task costs, and improve efficiency

Complete mapping of sanitary sewer system and change naming convention of pipes/manholes

Pursue Grant Funding for Sewer Inflow/Infiltration

(Install more LED lighting at Municipal Building)

Watershed planning – Stormwater plan for Shaw Brook (urban impaired stream) to ensure continued DEP compliance

Pursue Grant Eligibility for Sewer (modified geographic area demographics) – USDA Rural Development

(Create GIS data layers: Easements; Detention ponds; Signs; Subdivisions; Sidewalks; Utility poles)

(Clean up GIS layers to be more accurate: Parcel lines; Dimensions; Buildings)

(Create electronic database for cemetery lot tracking)

C

Optional

Evaluate potential transition to LED streetlights to reduce electrical costs, enhance quality

Watershed planning – Stormwater plan for Sucker Brook to ensure continued DEP compliance

(MS4 5 year permit - investigate need for Stormwater utility fee)

DRAFT

DRAFT

DRAFT

MANAGER INITIATIVES (OR RESPONSIBILITIES)

DRAFT

Present

DRAFT

Future

DRAFT

A
Vital

Annual Capital Program updates with short-, mid- and long-term investment priorities, and funding sources and uses, for public facilities and infrastructure

Implement revised contracts for hauling and processing of solid waste
Improved Department of Labor Compliance (trainings, documentation)

B
Important

Maine Municipal Bond Bank: 4 overdue bond closeout reports (2006, 2006, 2010, 2014)
Service Charge Collections (and appeals)
Implement plan to preserve (and restore as needed) archived vital records
Bring management of dog license fees into alignment with State policy

Accept online payments (in addition to Rec/Pool) by credit/debit card
Library - provide for credit / debit card payments
Re-do and simplify Chart of Accounts
Ammo Park property line confirmation (survey and legal work)

C
Optional

Support civic organizations such as through Volunteer Open House and Community Forum

Encumbrance policy for fiscal year-end carryovers

D
Worthless

DRAFT

DRAFT

DRAFT



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
PO Box 9109
Augusta, Maine 04332-9109

B-3-a

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
RMS Fax (207) 626-0513
Fax (207) 624-0127

March 10, 2017

Jason Lundstrom
Town of Hampden
106 Western Ave
Hampden, ME 04444

**Town of Hampden
RECEIVED**

MAR 15 2017

**Office of the
Town Manager**

RE: Safety Enhancement Grant Program Award October 2016

Dear Lieutenant Lundstrom,

A reimbursement check for \$1613.33 payable to the Town of Hampden enclosed is a copy of the check. The check was mailed to the Key Official that is copied on this letter.

The check represents payment for the "October 2016 Safety Grant" submitted by your department for purchasing of two Revel Scout Portable LED Scene Lights.

If you have any questions or concerns, please feel free to contact us. Thanks for your interest in safety.

Sincerely,

Jennette Holt
Loss Control Technician
Risk Management Services

Enclosure: Check

cc: Angus Jennings



B-3-6

Paula Scott <clerk@hampdenmaine.gov>

Fwd: Press Release: Appeals Court upholds DEP permits for MRC/Fiberight project in Hampden

1 message

Angus Jennings <townmanager@hampdenmaine.gov>

Wed, Mar 15, 2017 at 4:50 PM

To: Town Council <towncouncil@hampdenmaine.gov>

Cc: Karen Cullen <planner@hampdenmaine.gov>, Myles Block <codeenforcement@hampdenmaine.gov>, Sean

Currier <publicworks@hampdenmaine.gov>

Bcc: clerk@hampdenmaine.gov

Council,

See below, which Greg Lounder communicated to us shortly ahead of the press release. Karen will circulate a copy of the Appeals Court's decision once this is available.

Thanks,
Angus

----- Forwarded message -----

From: **Municipal Review Committee** <glounder@mrcline.org>

Date: Wed, Mar 15, 2017 at 4:24 PM

Subject: Press Release: Appeals Court upholds DEP permits for MRC/Fiberight project in Hampden

To: townmanager@hampdenmaine.gov



Contact: Greg Lounder, MRC Executive Director, glounder@mrcline.org, (207) 664-1700 (office) or (207) 214-3193 (cell)

FOR IMMEDIATE RELEASE
March 15, 2017

- Appeals Court upholds DEP permits for MRC/Fiberight project in Hampden**
- *Judge affirms that the Maine Department of Environmental Protection acted properly when issuing permits for the MRC/Fiberight recycling and solid waste processing project*

ELLSWORTH, ME - On Wednesday, March 15 2017, Justice Murphy of the Maine Business Court released a decision affirming the actions of the Maine Department of Environmental Protection (DEP) in issuing permits to the Municipal Review Committee, Inc. (MRC) and

Fiberight for a new recycling, organics and solid waste processing project in Hampden, Maine.

MRC, a non-profit organization dedicated to ensuring the affordable and environmentally sound disposal of municipal solid waste (MSW) in the long term, is very pleased with the decision.

"On behalf of the 115 member communities who plan to send their MSW to Fiberight in 2018, we are very thankful that Justice Murphy made this decision and appreciate the timeliness in which it was issued," said MRC Executive Director Greg Louder. "We were confident that the courts would uphold the permits because of the thorough and detailed review that DEP took before issuing them. Despite the belief that we would prevail, the decision provides relief and additional assurances for our project."

The court's decision is comprehensive and ruled on each of the points that were brought up by the opponents.

The court determined that the DEP issued the project's permits consistent with the laws and regulations governing solid waste processing facilities, and that the administrative record contained substantial evidence to support DEP's determinations of Fiberight's financial ability; MRC, Fiberight and their consultants' technical abilities to design, construct, operate, maintain and close the proposed facility; and that the Fiberight facility is consistent with the State of Maine's Solid Waste Management Hierarchy. The Court also ruled that DEP's acceptance of Fiberight's self-certification of Post- Hydrolysis Solids as a non-waste is correct and that the DEP acted consistent with its authority in declining to hold a public hearing while it conducted a typical review of applications through public meetings, public comments, and technical analyses of application materials.

"The decision sends a strong signal that our project adheres to the environmental laws and regulations in Maine," said Louder. "We are delighted with the decision and look forward to assisting Fiberight with reaching its financial close to continue with constructing a modern recycling and MSW processing facility that can accept MSW beginning in April 2018."

Background

The MRC, a non-profit organization, was formed by municipalities in 1991 and has played a critical role in ensuring our long-term, affordable and environmentally sound waste disposal ever since. After reviewing many different disposal options for post 2018, including staying with PERC, MRC chose Fiberight, a state-of-the-art recycling and MSW processing facility to be constructed in Hampden. This combination of straight forward technologies will help move solid waste management and true resource recovery well into the 21st century. In July 2016, DEP issued the permits needed in order to construct the project. Within a month, USAE, PERC and Exeter Agri-Energy filed an appeal to the Maine Superior Court of the permits. Despite the appeal, the MRC began construction of the road and utilities in the fall of 2016. Online at www.mrcmaine.org.

-end-

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PAUL R. LePAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008

RICHARD W. ROSEN,
COMMISSIONER

GREGORY R. MINEO
DIRECTOR

March 3, 2017

Town of Hampden
106 Western Avenue
Hampden, ME 04444

RE: Agency Liquor Store Selection Hearings

To Whom It May Concern:

In accordance with 28-A M.R.S. § 453-A(4) our office is required to notify municipal officers at least 15 days prior to the final selection for an agency liquor store license. The applicant listed below is being considered for licensure in your municipality:

Circle K, 63 Main Road North, Hampden, Maine
JC's Variety, 995 Western Avenue, Hampden, Maine

If the Town of Hampden would like to provide information or an objection to this applicant, please contact our office by e-mail at laurence.d.sanborn@maine.gov or by telephone at (207) 287-6754.

Enclosed is a copy of the Public Notice for the agency liquor store selection hearings should you wish to attend.

Sincerely,

Laurence D. Sanborn
Division Manager
Liquor Licensing & Enforcement

Enclosure

B-3-C

Town of Hampden
RECEIVED

MAR 07 2017

Office of the
Town Manager

PUBLIC NOTICE
AGENCY LIQUOR STORE SELECTION HEARINGS

In accordance with 28-A M.R.S. § 453-A sub-§ 5-A and 5 M.R.S. ch. 375, subchapter IV, the Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, will conduct public hearings on applications received for agency liquor licenses. The hearings will be conducted to evaluate eligibility for licensure pursuant to Maine's liquor laws, including Title 28-A Chapters 15 and 19, and BABLO Rule Chapter 130. The hearings will be held at the Bureau of Alcoholic Beverages and Lottery Operations Building, Front Entrance, 10 Water Street, Hallowell, Maine, on Friday, March 24, 2017, commencing at the following times for the following municipalities:

9:00 AM

Albion, Clinton, Damariscotta, Gardiner, Gorham, Ogunquit, Oxford, Whitefield

1:00 PM

Acton, Blue Hill, Franklin, Hampden, Newburgh, North Berwick, Saco, St. George
(which includes Port Clyde and Tenant's Harbor), Warren

Applicants will be permitted to present evidence and arguments in support of their application. Applicants may be represented by counsel. Any interested person or any person showing that he or she is or may be a member of a class which is or may be substantially and directly affected by the proceeding may file a formal application for intervention in accordance with 5 M.R.S. § 9054 on or before March 10, 2017, to the attention of the Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta, ME 04333-0008. A formal application for intervention shall not be construed to limit public participation in any other capacity. Members of the public may make unsworn statements or testify under oath at the hearing. The Bureau, as the basis for the decision in this proceeding, may rely upon that testimony that has been presented under oath.

B-3-d

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

March 9, 2017

Tan Xin Wang
64 Main Rd North
Hampden, Me. 04444

RE: Victualer's license for Fresh Ginger

Dear Sir/Madam:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Paula A. Scott, CCM
Town C

Enclos

VICTUALER'S LICENSE CERTIFICATE

No. 17-2

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: March 8, 2017

KNOW YE, that Wang & Lo, Inc.

doing business as Fresh Ginger

has been duly licensed as a Victualer at 64 Main Road North

in the Municipality of Hampden by said Municipality until March 8, 2018,

and has paid the fee of Fifty Dollars (\$100.00).

Authorized Municipal Officer

CODE ENFORCEMENT OFFICER

TOWN OF HAMPDEN, MAINE

APPLICATION FOR VICTUALER'S LICENSE

DATE: February 21, 2017 PHONE NUMBER: (207) 862-6208
Melissa Cell 991-8286 #

NAME(S): Tan Xin Wang

ADDRESS: 64 main Rd north Hampden, ME 04444

NAME OF BUSINESS: Fresh Ginger

LOCATION OF BUSINESS: 64 main Rd north Hampden ME, 04444

SIGNATURE: 

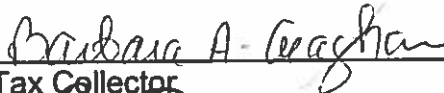
(FOR TOWN USE ONLY)


*This facility has been inspected and meets ordinance criteria.


Code Enforcement Officer


Fire Inspector/Building Inspector

*All sewer user fees and personal property taxes are paid in full to date.


Tax Collector


Town Treasurer

Please return completed form to: **Town Clerk**
Town of Hampden
106 Western Avenue
Hampden, ME 04444

LICENSE FEE: \$100.00 Date Received/Fee Paid: FEB 22 2017 \$100.00

* Call this # to schedule inspection



TOWN OF HAMPDEN
TOWN CLERK'S OFFICE

COMMENTS ON:

Public Hearing Date: N/A
(If applicable)

- ☐ Application for Liquor License
- ☒ Application for Victualer's License
- ☐ Application for Off-premises Catering
- ☐ Application for Outdoor Wood-burning Furnace License
- ☐ Application for Special Amusement License

NAME: Fresh Ginger Tan Xin Wang
Business Name Individual

ADDRESS: 64 Main Rd North PHONE: 991-8286

MAP/LOT: 36-19 DATE: FEB 22 2017

DEPARTMENT REPORT:

0 issues

DATE: 3/9/17

BY: [Signature]
Title: CEO

BY: [Signature]
Title: Fire Inspector

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 6th, 2017

MINUTES – DRAFT

Hampden Town Office

Attending:

Mayor David Ryder, Acting Chair

Town Manager Angus Jennings

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Greg Sirois

Mayor Ryder called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. **February 6, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*
- b. **February 21, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*

2. Review & Sign Warrants – Warrants were reviewed and signed.**3. Old Business****4. New Business**

- a. **Executive Session – Pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters** – *There was a motion by Councilor Sirois seconded by Councilor McAvoy to go into Executive Session to discuss personnel matters pursuant to 1 M.R.S.A. §405(6)(A). Mayor Ryder called for a voice vote. Councilor McAvoy – aye; Councilor Cormier – aye; Councilor Marble – aye; Councilor McPike – aye; Councilor Sirois – aye; Mayor Ryder – aye. The Committee convened in Executive Session. The Committee returned to open session for the purpose of resuming the Committee meeting at 6:35 PM.*
- b. **Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages – referral from Services**

Committee – There was a motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of sponsoring a second printing of Senior Yellow Pages by the not-for-profit organization Gateway Seniors Without Walls.

c. Service Fees – Abatement requests based on 2% revenue threshold:

Community Housing of Maine, requested abatement \$1,794.62
OHI George Street, requested abatement \$1,265.83
OHI Patterson Road, requested abatement \$1,453.99
Penquis Mental Health Services, requested abatement \$1,744.63
The Housing Foundation, requested abatement \$15,606.11

Manager Jennings summarized the five abatement requests included in the packet, noting that an additional two Service Charges have been appealed to the Board of Assessment Review. Councilor McPike noted that one of the five properties hadn't paid any amount in FY16 and Manager Jennings stated that in that case the FY16 invoice had been sent again, with the FY17 invoice, with a letter stating that the property owner is responsible for both charges.

Councilor Marble asked how the amounts were assessed and Manager Jennings said the Assessor follows the methodology in the Service Charge Ordinance. Because the Assessor is out on sick leave she was unable to attend tonight.

There was a motion by Councilor Sirois seconded by Councilor Cormier to approve the requested abatements, and the motion passed 5-1 with Councilor McPike opposed. During discussion, it was noted that all abatement requests had been accompanied by audited financial statements except for Penquis. Committee members indicated that they'd like to hear from the Assessor regarding how the fees are assessed. Councilor Cormier withdrew his second of the original motion, and it was agreed that these requests would be tabled until the Assessor could be present at a future meeting.

d. Summary of Council / Manager FY18 Goal Setting session held on Saturday, February 18, 2017 – Manager Jennings presented a working draft of a summary memo and tables illustrating key outcomes of the Goals Setting session. It was agreed that Manager Jennings would work with the Chairs of the four Committees in order

to refine this list of priorities in order to present it for formal endorsement at future meetings of the Committees, and eventually by the Council.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:59 p.m.

Respectfully submitted –
Angus Jennings, Town Manager

SERVICES COMMITTEE MEETING

Thursday, February 16, 2017

MINUTES

Attending:

*Councilor Dennis Marble, Chair
Mayor David Ryder
Councilor Ivan McPike
Councilor Mark Cormier
Councilor Terry McAvoy
Councilor Steven Wilde (arrived late)*

*Town Manager Angus Jennings
Recreation Director Shelley Abbott
Kyle Severance, GIS/IT Specialist
Todd Hoffert
Nichole Kelley Sirois, Bronco Travel Soccer
Jason Sharpe, Recreation Committee*

Chairman Marble called the meeting to order at 6 p.m.

1. MINUTES

- a. January 9, 2017 – Motion by Councilor McPike seconded by Councilor McAvoy to approve the meeting minutes. Approved 5-0.*

2. COMMITTEE APPLICATIONS

- a. Recreation Committee – Todd Hoffert (new appointment) – Mr. Hoffert presented his credentials in coaching and team-building, and his work in cancer care. Motion by Councilor McPike seconded by Councilor McAvoy to recommend Council appointment of Todd Hoffert to serve on the Recreation Committee. Motion passed 5-0.*

3. OLD BUSINESS

- a. Status update, Town website refresh – Mr. Severance summarized the status of work to date and estimated that the new site may be ready to go "live" by the end of March. Members of the Committee and Manager Jennings commended the work, noting that this will be a benefit to make information more accessible online.*
- b. Review of topographic survey results on Pool site – Manager Jennings referenced the topographic survey plan included in the packet, and the Committee proceeded to the next item for discussion.*
- c. Review of draft work scope for engineering services, Pool site – The Committee reviewed the draft work scope Manager Jennings had circulated as an addendum to the meeting packet. Councilor Cormier expressed concern about spending taxpayer dollars without asking the taxpayers, but Councilor McPike said that funds were specifically budgeted in the approved budget to undertake site analysis. Mayor Ryder*

proposed striking item 5 of the work scope, regarding construction oversight, as being premature at this time, and this was agreed. Councilor Wilde expressed concern about spending too much money before going to the public, but said the step-wise approach in the work scope was headed in the right direction. Mayor Ryder said that this work scope will get us to cost estimates on permitting and construction, depending on which scenario is favored once the design work proceeds, and that these cost estimates would be necessary to put the question to a public vote. It was acknowledged that DEP has strongly advised including in the permit application any and all potential future uses on the site. There was a motion by Mayor Ryder seconded by Councilor McAvoy to recommend that the Council approve issuance of the RFP. Motion carried 5-1 with Councilor Cormier opposed.

- d. Update on Community Connector Bus, including research on ridership** – *Manager Jennings summarized the information in the meeting packet. Councilor McPike said he would talk with the Community College to see whether they may be able to help get better ridership numbers.*
- e. Update on 2017 forum for community and civic organizations** – *Manager Jennings summarized the information in the meeting packet.*

4. NEW BUSINESS

- a. Request from Gateway Seniors Without Walls for sponsorship of reprinting of Senior Yellow Pages** – *Manager Jennings said that the Library and Public Safety Departments had each agreed to contribute \$300 toward the cost of sponsorship. He suggested that the Committee recommend an additional \$250 to get to a total sponsorship level of \$850 and receiving a half-page ad. The Committee members commended the Senior Yellow Pages publication as an excellent resource, and said they'd like the Town to receive many copies of the second printing. Motion by Councilor McPike seconded by Councilor McAvoy to recommend that the Finance Committee recommend authorization of \$250 of Host Community Benefit funds for this purpose. Motion passed 6-0.*
- b. Update on meeting with organizers of Hampden Farmers' Market, review of next steps** – *The Committee was comfortable with proceeding as we did last year, allowing for additional vendors on the dates of the Farmers' Market subject to Town authorization (insurance certificates, etc.). It was acknowledged that it will be good at some point to draw up a formal policy in this regard but that the current arrangements are well documented. It was acknowledged that if the Town Offices were to be open on Fridays in the future this would affect the availability of the parking lot.*
- c. Update on proposal from Bronco Travel Soccer Club regarding 2017 soccer camp** – *Manager Jennings summarized his memo in the meeting packet. Chairman Marble said that he agreed with Manager Jennings that the Services Committee should be part of this consideration of whether to*

continue to sponsor the Bronco Travel Soccer Club (BTSC) Soccer Camp. BTSC President Nichole Kelley-Sirois provided some history regarding the camp, its partnership structure with the Town, and the importance of the camp revenue to supporting BTSC's ability as a non-profit to support its participants such as through the purchase of equipment and goals. She said that the division of revenue has been a sticking point with the Town. She said it is a one-week camp for K-9th grade with participant costs of \$85 for half day and \$150 for full day. In response to a question from Councilor McPike she said that any child can participate (i.e. there is no skills prerequisite).

Chairman Marble said that if BTSC is looking to the Town to hire camp personnel as Town staff then the Town would need to be involved with hiring and training. Councilor McAvoy said he does not support partnering because the Town and BTSC have different objectives. Manager Jennings discussed the time impact on the Town's finance and human resources officer during the end of the fiscal year, which is among the busiest times of year. The proposed cost split is less than prior years, and revenues overall would be lower due to the impact of minimum wage increases.

Ms. Kelley-Sirois said that other organizations partner with Towns with revenue shares that are proportionally more toward the organization (not the Town).

Councilor McAvoy said that BTSC is a private organization providing service to other towns and that the Town of Hampden is being asked to shoulder a significant burden. Ms. Kelley-Sirois said that BTSC has a "Plan B" in place and that the proposal was intended as an olive branch.

Manager Jennings reiterated that the Town would need to have a more significant role in staff hiring, training and program oversight if the camp employees were to be hired as Town staff. Councilor Wilde said that this program benefits kids.

Motion by Councilor McAvoy seconded by Councilor Cormier to reject the proposal from BTSC.

Councilor McPike said BTSC is part of the community, but we need to understand both responsibility and liability.

Mr. Sharpe said that he is a former coach and Board member with BTSC and a current Rec Committee member, and that he is confident that both organizations can run a soccer camp. Mayor Ryder said that he is not bothered by the financial part of the proposal.

Chairman Marble called for a vote on the motion. The vote was 3-3 with Councilors Marble, McAvoy and Cormier opposed, so the motion failed for lack of a majority.

Chairman Marble noted to Ms. Kelley-Sirois that the tie vote means that BTSC's proposal is not formally rejected but that the ball is in BTSC's court.

- d. Discussion of potential change in FY18 budget structure for Rec and Pool Departments (i.e. "quasi enterprise" or not) –** *After discussion, all members of the Committee agreed that the FY18 budgets for Recreation and Pool should follow the traditional budgeting format, rather than the quasi-enterprise structure that has been used in the past.*

5. PUBLIC COMMENTS – *None.*

6. COMMITTEE MEMBER COMMENTS – *None.*

There being no further business, the meeting was adjourned at 8:34 PM.

*Respectfully submitted –
Angus Jennings, Town Manager*



BASIC HARBOR MASTER CERTIFICATION



This is to Certify that Peter B. Neal of the Town of Hamden has successfully completed the Basic Program at the State of Maine District Masters Association Training Session in association with the Maine Terminal Justice Academy held at the Maine Maritime Academy in Castine, Maine.

This program fulfills the Harbormaster portion of the Maine Terminal Justice Academy 80 FEES and Required Certification for Harbormaster in accordance with 14 MRSA Title 38 Chapter 1, Subchapter 1 Section 1-13

REQUIRED BASIC TOPICS MEET OR EXCEED MAINE HARBOR MASTERS ASSOCIATION AND TITLE 38 REQUIREMENTS

Given at Maine Maritime Academy, and signed on behalf of the State of Maine Harbor Masters Association by:
On this Date: 10MAR2017

DARYEN GRANATA
Training Certification Coordinator

CHARLIE PHIPPS, PRESIDENT
State of Maine Harbor Masters Association

The Town of Hampden shares in mourning the sudden passing of John Quesnel, who has served the Hampden Water District with distinction during his ten years on its Board of Trustees. He has provided leadership in his role as Board Chairman, and his contributions to civic life will be missed. But nowhere will John's loss be more greatly felt than at his home by his wife Bonnie, his daughter Samantha, and his many loved ones and friends. We invite all to keep the Quesnel family in your thoughts and prayers.



John Quesnel

June 28th, 1964 – March 11th, 2017

John Quesnel

Jun 28, 1964 - Mar 11, 2017

Hampden and Bangor - John Quesnel, 52, died unexpectedly March 11, 2017. He was born June 28, 1964, in New Haven, CT, the son of Paul Quesnel and Letty Corrado. John graduated from Notre Dame High School in West Haven, CT, as a member of the Class of 1982. Following graduation, he attended Albertus Magnus College in New Haven where he earned both an undergraduate and Master's Degree in Business Administration. After college John went on to enjoy a successful career in banking both in his home state of Connecticut, and later on in Maine after his marriage to his wife, Bonnie, in 2000. The couple moved to Maine in January of 2001 and John became a very active member of his community. He was a past member of the Hampden Business Association, and was currently serving on the board for the Spruce Run Womancare Alliance. In addition, John was serving as the current President of both the Hampden Water District Board of Trustees and the Bangor Lions Club. When not involved with his civic responsibilities, John could be found enthusiastically cheering from the sidelines at his daughter Samantha's soccer games or sitting in the audience while supporting her in one of her many musical endeavors. John was predeceased by his father, Paul. Surviving in addition to his wife, Bonnie (Miller) Quesnel, are his daughter, Samantha; mother Letty Corrado and her partner, Robert Romanoff, of Milford, CT; siblings Nancy Romanoff and her husband, Chris, of Durham, CT, and Cindy Joe of Madison, CT; nieces Kim, Emily and Molly, and nephew Charlie. A service in celebration of his life will be held 4 p.m., Wednesday, March 22, 2017, at Brookings-Smith, 33 Center St., Bangor. The family invites relatives and friends to share conversation and refreshments at the Family Reception Center of Brookings-Smith, 163 Center St., immediately following the service. Those wishing to remember John in a special way, may make donations in his memory to an educational fund for his daughter, Samantha; to Katahdin Trust, C/O Sunny Flannery, P.O. Box 217, Hampden, ME. 04444.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



D-3

Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Appointment of Interim Member of RSU-22 School Board

As you know, Jason Sharpe's resignation last month from the RSU-22 Board of Directors created a vacancy. It is the Town Council's responsibility under the Town Charter to appoint an Interim Board Member to serve until the next municipal election in November 2017.

Four applications have been received for the vacancy on the School Board, and are enclosed.

All candidates have been invited to attend the Finance Committee meeting to state their interest and respond to any questions Councilors may have, with the expectation that the Committee would make a recommendation for Council appointment later that night.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

March 9, 2017

To: Angus Jennings
From: Sean Currier
Subject: Municipal Building – Reserve Request

The Public Works department is requesting approval to use Municipal Building Reserve funds in the amount of \$2,425.00 to hire Hampden Electric to replace lighting in the Council Chambers and the Town Office lobby. The existing lighting over the Council bench is a safety hazard and the wall sconces in the lobby and the Chambers are inefficient and slow to turn on. LED lighting would turn on immediately.

The second request is in the amount of \$123.10 for CMD Powersystems, Inc. The Municipal Building back-up generator was showing fault codes. The request is for a service call.

I would like to recommend approval of \$2,425.00 for the lighting work and \$123.10 for the generator service call for a total request of \$2,548.10.

Thank you for your consideration.

Sean Currier

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Request for authorization of expenditures from Personnel Reserve

The need for periodic allocations from Personnel Reserve was anticipated during the FY17 budget process; the backup in the approved budget reads "Contingency for FY17 personnel changes; including retiring employee amounts due."

We have incurred expenses as a result of personnel changes in FY17; greater than anticipated need for temporary and election clerk staffing associated with early voting and the high-turnout November election; and increased election clerk costs projected for the June 2017 election resulting from the minimum wage increase.

The Council is requested to authorize the expenditure of funds from Personnel Reserve in the following amounts in order to reimburse expense line items used to pay these incurred and anticipated costs, which were or are expected to be above budget:

Expense Account	Costs over budget	Timeframe	Justification
01-01-01-01 (Admin Wages)	\$10,023.17	July 1 to Nov. 23, 2016	Former Town Clerk part-time staffing during transition: hiring and training 2 new Office Clerks; time toward November election.
01-01-05-01 (Admin FICA/ Medicare)	\$947.74		
01-01-01-01 (Admin Wages)	\$9,893.41	2000 to 2016 (tenure of retired employee)	One-time payout of accrued vacation, comp and 25% sick time to the retired Tax Collector, pursuant to the Personnel Rules and Policies Ordinance for departing employees in good standing.
01-01-05-01 (Admin FICA/ Medicare)	\$1,049.91		
01-01-01-01 (Admin Wages)	\$1,682.54	Dec. 16-29, 2016	Two weeks when both Tax Collectors were on payroll for transition / training.
01-01-05-01 (Admin FICA/ Medicare)	\$179.26		
01-20-01-05 (Elections Wages)	\$793.12	Nov. 1 to 8, 2016	Additional election workers and early voting days
01-20-01-05 (Elections Wages)	\$882.00	June 13, 2017	Restore budgeted amount used in Nov. election; adjusted for min. wage
TOTAL	\$25,451.15		

The current account balance in the Personnel Reserve is \$37,283.54 and the requested allocation will prevent these expense accounts from being overspent in FY17.

The Town's funding of this Reserve account allowed us to carefully FY17 budget compensation expense line items based on projected 52-week compensation terms. However, this careful (conservative) budgeting does not take into account employee turnover and associated costs, since doing so could result in raising more from taxation than ends up being needed. Instead, the budget relies on "if needed" allocation from Reserves such as proposed here.

D-5-C

TOWN OF HAMPDEN
BID OPENING
REQUEST FOR QUALIFICATIONS FOR
CCTV CLEANING OF SANITARY AND STORM
AND SEWER SYSTEMS
March 8, 2017 at 1:00 p.m.

\$12,000 is for 60 mh's
= \$200.00 ea.

BIDDER	PRICES		TOTAL
Environmental Services, Inc	#1 \$8,794	#6 \$1,470	\$52,194 \$40,394 ✓
	#2 \$8,265	#7 \$4,900	
	#3 \$1,305	#8 \$12,000	
	#4 \$4,350	#9 \$1,800	
	#5 \$9,310		
Hartigan Wastewater Services	No prices, no submission		
Ted Berry Company, Inc	#1 \$1,000	#6 \$1,650	\$40,848 ✓
	#2 \$11,875	#7 \$5,500	
	#3 \$1,875	#8 \$ 208	
	#4 \$6,250	#9 \$2,040	
	#5 \$10,450		

Both will be reviewed for completeness and references checked.
A recommendation w/ be sent to Council for next meeting.

TOWN OF HAMPDEN
REQUEST FOR QUALIFICATIONS

The Town of Hampden will receive sealed proposals stating qualifications for CCTV and Cleaning of Sanitary and Storm Sewer Systems services. Proposals are required to be submitted to the Hampden Town Office, located at 106 Western Avenue, Hampden, Maine 04444, on or before March 8, 2017 at 1pm. Packages will be publicly opened. A recommendation shall be presented at the next regularly scheduled Council meeting, on March 20, 2017, at which time the qualified contractor will be selected.

Request for Qualifications and pertinent information is available at www.hampdenmaine.gov, under "Public Notices and Bids". Questions regarding this RFQ may be directed to Sean Carrier, Public Works Director by calling 862-3337.



Town of Hampden
106 Western Avenue
Hampden, Maine 04444

CCTV AND CLEANING OF SANITARY AND
STORM SEWER SYSTEMS

REQUEST FOR QUALIFICATIONS

FEBRUARY 25, 2017

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3337
Fax: (207) 862-5067
email: Publicworks@hampdenmaine.gov

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS FOR THE TOWN OF HAMPDEN

1. Invitation

The Town of Hampden, Maine is soliciting qualification packages from contractors interested in providing services including CCTV and flushing/cleaning of storm and sanitary sewer systems. The project consists of multiple phases of cctv video inspection and cleaning of storm and sewer mains, manholes and catch basins throughout the Town.

Beginning on February 25, 2017, the documents pertaining to the Request for Qualifications may be found on the Town of Hampden website under "Public Notices and Bids". <http://www.hampdenmaine.gov> or by contacting the Public Works Department at (207) 862-3337.

2. Responses:

Qualification packages shall be delivered to the Town of Hampden, Town Office located at 106 Western Avenue, Hampden Maine 04444 no later than Wednesday, March 8, 2017 at 1:00PM. (2) Two complete copies of all materials shall be submitted.

3. Questions:

Prospective bidders may submit written questions regarding this Request for Qualifications to the Public Works Director, on or before March 3, 2017 at 1:00pm. Questions may be submitted at the Municipal Building, Monday through Thursday from 7:30am until 6:00pm or via email to publicworks@hampdenmaine.gov. The Town will prepare written responses to all questions received, and will provide responses in an Addenda to all prospective bidders that participate in the pre-bid meeting, or who notify the Public Works Director in writing that they wish to be considered a prospective bidder.

4. Project Definition:

This project is a multi-phase/multi-year project involving a wide variety of services to clean and inspect our sanitary and storm sewer systems to assist the Town in its capital planning process and future system improvement projects.

5. Project Schedule:

Issuance of RFQ: On or before February 25, 2017

Receipt of Responses: On or before March 8, 2017 by 1:00PM

Short List Contractors to be Interviewed: Week of March 13, 2017

Selection of Contractor for scoped work: Week of March 13, 2017

Selected Contractor Referred to Council for Final Approval: March 20, 2017

6. Scope of Phase 1 Services:

Phase 1 (2017) of the sewer inspection services for which qualifications are being sought include items listed below.

Note: All manholes and pipes shall be given a unique identifier per MACP/PACP protocol. These identifiers shall be provided to the selected contractor by the Town of Hampden GIS/IT Department.

- Project meeting to coordinate efforts with the Town of Hampden Public Works Department.
- All necessary traffic control for work within the Right of Way.
- Capture location of manhole(s) as specified and document condition of manholes in compliance with NASSCO's Manhole Assessment Certification Program (MACP) Level II compliant protocols and format. These inspections will be supplemented by the following:
 - Location of manhole structure based on various map sources of varying accuracy and Public Works knowledge.
 - Gathering sub-meter GPS coordinates for each manhole cover in latitude/longitude format.
- Video inspect the condition of the manhole (360 degrees) from rim to invert including manhole wall and pipe connections.
- Perform light cleaning of sewer main prior to NASSCO (PACP) CCTV video inspection.
- CCTV video inspection of approximately 16,000 feet of sewer main in compliance with NASSCO's Pipeline Assessment Certification Program (PACP) compliant protocols and format. Size of sewer main ranges from 8" to 12" inches in diameter, with the vast majority of the pipe being 8" pvc. Other pipes to be inspected consist of 10" vc and 12" pvc.

- Delivery of digital MACP/PACP compliant database records in ESRI ArcGIS ready format (exact format to be specified by GIS/IT Dept.). Digital as well as paper copies (PDF) of manhole and pipe condition assessment per MACP/PACP standards shall be provided in non-proprietary format and pre-approved by the Town. (typical format for GIS data to the Town is UTM 19N, NAD 83, Meters. Contractor shall verify format with GIS staff prior to submission of any shape or CAD files)
- Clean catch basin sumps of approximately 30 structures (approx. 1' silt depth).
- Provide costs associated with items found in Appendix A – Bid Form. The contractor selection will not be solely based on cost. Cost proposals are being required to assess the best overall value to the Town.

7. Submittal Requirements

- Company introduction: provide a general description of qualifications, Company contact information, address, availability (and lead time needed for on-call projects), location of closest branch to Hampden, Maine etc.
- Description of approach: Provide up to two pages describing the Contractors typical approach on similar projects.
- Background/bio of the team to provide services for the Town of Hampden.
- Provide description of at least three similar projects completed for a municipality and contact information for references.
- Provide completed Bid Form found in Appendix A.
- Provide completed Bidder's Addendum Acknowledgement Form found in Appendix B.
- Provide completed Bidder's Statement of Qualifications found in Appendix C.
- Any other information you feel would help the Town of Hampden assess the Contractor's ability and reliability. This request will prequalify the Contractor for future services that the Town may need assistance with regarding the maintenance of the existing sanitary and storm sewer system.

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix A

Bid Form

**QUANTITIES REQUESTED TO HELP SELECT CONTRACTOR BASED
ON BEST OVERALL VALUE TO THE TOWN**

BID FORM

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Note:

Proposals shall include this form as well as items listed in "6. Submittal Requirements". Failure to submit all requested materials may result in disqualification of proposal. The costs listed below will be used to calculate value for the completed work.

Item #.	Estimated Qty.	Pay item/units	Total Price
1.	1 LS	Mobilization	\$ _____ /LS
Per lump sum (\$ _____)/LS			
-Includes but not limited to the cost of initiating the contract, general contract admin., procuring insurance and bonds, moving equipment, supplies, materials to the site, traffic control and all incidentals.			
2.	9,500 LF (approx.)	8" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
Per linear foot (\$ _____)/LF			
- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.			
3.	1,500 LF (approx.)	10" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
Per linear foot (\$ _____)/LF			
- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.			
4.	5,000 LF (approx.)	12" Light Cleaning Clay, PVC or Ductile iron Pipe	\$ _____
Per linear foot (\$ _____)/LF			
- Includes but not limited to light cleaning of sewer main (mostly pvc), and disposal of any grit.			
5.	9,500 LF (approx.)	8" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
Per linear foot (\$ _____)/LF			
-Includes but not limited to CCTV video inspection of sewer main.			

Item #.	Estimated Qty.	Pay item/units	Total Price
6.	1,500 LF (approx.)	10" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
	Per linear foot (\$ _____)/LF		
	-Includes but not limited to CCTV video inspection of sewer main.		
7.	5,000 LF (approx.)	12" CCTV Video Inspection Clay, PVC or Ductile iron Pipe	\$ _____
	Per linear foot (\$ _____)/LF		
	-Includes but not limited to CCTV video inspection of sewer main.		
8.	8 VF (avg. depth)	4' CCTV Video Inspection Concrete, Barrel Block or Brick Manhole	\$ _____
	Per vertical foot (\$ _____)/VF		
	-Includes but not limited to CCTV video inspection of sewer manhole.		
9.	30 LS	Vacuum Catch Basin Sump Remove grit from cb and deliver to DPW	\$ _____
	Per structure (\$ _____)/LS		
	-Includes but not limited to vacuuming/cleaning grit/debris from catch basin sump and delivering the material to the Public Works garage for disposal.		

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix B

Bidder's Addendum Acknowledgement Form

Bidder's Addendum Acknowledgement Form

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

I hereby acknowledge by my signature that each numbered addendum has been received:

Addendum #1. _____
Contractor's Signature

Addendum #2. _____
Contractor's Signature

Addendum #3. _____
Contractor's Signature

Addendum #4. _____
Contractor's Signature

Note: Signature required to acknowledge receipt of each addendum issued.

Request for Qualifications

CCTV AND CLEANING OF SANITARY AND STORM SEWER SYSTEMS

Appendix C

Bidder's Statement of Qualifications

STATEMENT OF BIDDER'S QUALIFICATIONS

1. Name of Bidder: _____
Bidder is: Corporation () Partnership () Individual ()
2. Permanent Main Office Address: _____

3. Federal ID Number (Employer's ID No.): _____
4. If a corporation, where incorporated? _____
5. How many years have you been engaged in business under your present firm or trade name?

6. Similar projects (including 2 minimum Municipal projects) completed or in process, including client name and contact information:

7. Names and resumes of all proposed personnel for the project.
8. Company names and qualifications summary for all proposed sub-consultants for the project.
9. A detailed list of all included services summarized by major tasks.
10. An estimated schedule for starting and completing the project. (project shall start as soon as frost free conditions permit due to some buried manhole covers).
11. A detailed explanation of proposed compensation terms and an estimated budget for each major task.
12. Any other information you feel would help the Town of Hampden assess the Bidder's ability and reliability.
13. A financial statement may be required of the successful bidder prior to award.

The Undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Town of Hampden in verification of the recitals comprising this Statement of Bidder's Qualifications.

Name of Bidder: _____

Attested By: _____

Title: _____

Date: _____

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



D-5-d

Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Proposed uses for balance of Conservation / Recreation Account

As you know, last spring the Council authorized up to \$69,364 from the Conservation/Recreation account (3-769-00) toward certain specified purposes.

The authorized work is complete, and FY16 and FY17 spending totaled \$54,212.66 since that vote. Other than any costs toward Item 7 (Community Center Plan), there are no remaining expenses toward the specified purposes. I have earmarked \$800 for that purpose, leaving a balance of \$14,643.95 that is available and unencumbered.

The Recreation, Pool and DPW Directors and I prepared a list of potential projects for Committee recommendation and Council authorization to put this unexpended balance toward eligible expenses set out in the Conservation/Recreation Fund Policy, attached. The attached list was recommended by the Services Committee at their meeting on March 13.

The proposed amount of funding exceeds somewhat the available balance, but if the Council authorizes more projects than available funding will support, this is a reasonable outcome in my opinion as long as the projects are prioritized. That way, if higher priority project costs come in under estimates, it will allow us to proceed with work further down the list without need for additional Committee and Council action.

<u>Category</u>	<u>Item</u>	<u>Cost Estimate</u>	<u>Source (cost)</u>
Parks Improvements			
	Additional sand added to the volleyball courts (cost incl. delivery)	\$ 1,600.00	Materials pricing - vendor
	Playground pressure treated edging replacement	\$ 1,500.00	Staff estimate
	VFW fields parking area: Two temporary/portable rubber 12' speed bumps; delivered and secured by DPW	\$ 1,400.00	Materials pricing
	Replacement of Electric Panel and Light Timers at VFW Tennis Courts (not working due to corrosion?). (Cost may rise if there are other issues found after the corrosion corrected)	\$ 950.00	Vendor estimate
	Playground Chip Replenishment-2017 (the year in the 3 year cycle) to top off surfacing at LHP and DD Park playgrounds. Bangor has agreed to share a 120 yard tractor trailer load with us and split the cost. This option is \$15/yard plus 1100 delivery. (in 8/2014-we paid \$54/yard from Hodgdon locally) Sharing this could save us HUGE \$.	\$ 1,450.00	Vendor estimate
	LHP Field Bridge Replacement- 2 access bridges to field level for handicap accessibility. Wood Rot and failing condition.	\$ 1,500.00	Staff estimate
	Poison Ivy Treatment at Marina and Papermill Parks....If we want to encourage use through signage it would be best to try to control the overrun of poison ivy in both areas as to not have complaints on public "contact". Cost estimate for herbicide treatment for both areas.	\$ 1,980.00	Staff estimate for annual costs: \$495/application, 2 parks, twice/year
Signage			
	On-site signage, Papermill Park	\$ 275.00	Vendor estimate
	Double-faced directional signage toward Papermill Park from Coldbrook Road	\$ 500.00	Vendor estimate
	Signage needed at all new outdoor facilities/ball fields for updated outdoor facility ordinance language (prohibiting vaping); and "Go Slow" signs for VFW	\$ 400.00	Staff estimate
Grubs			
	Grub prevention, Dorothea Dix Park	\$ 675.00	Staff estimate
	Grub prevention. All rec fields will need to be retreated with preventative this spring season...Timing will be critical depending on other field maintenance work/applications. (Rec hopes to have the funds in FY17 maintenance line item for fields). Cost estimate for all three fields...these are annual cost treatments.	\$ 3,205.00	Vendor estimate
	Grub prevention, front lawn area at LHP. Has not been treated for grubs but needs to be. There was substantial damage to the front lot visible last summer. The treatment quote for this area is \$715 (annually)	\$ 715.00	Vendor estimate
		\$ 16,150.00	
	Available balance, C/R Account	\$ 14,643.95	<i>as of 2/8/17, net of \$800 for Comm. Ctr. Plans</i>
	Surplus / (Deficit)	\$ (1,506.05)	

D-5-e

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

TO: Finance Committee and Town Council
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Proposed authorization of funds to Goodwill Riders Snowmobile Club

At their March 13 meeting, the Services Committee recommended that the Council support the request of the Goodwill Riders Snowmobile Club and authorize and expenditure of \$2,000 from funds received by the Town during its registration of snowmobiles.

The approved FY17 budget included projected snowmobile revenues of \$2,654 which is in line with what was received the prior couple of years. The actual amount received was \$2,177.98 based on fewer registrations than has been typical.

The approved FY17 Recreation budget includes \$1,000 in expenses toward Snowmobile. This request is brought to the Council to seek authorization of the requested funding of \$2,000.

**GOODWILL RIDERS SNOWMOBILE CLUB
844 WESTERN AVENUE
HAMPDEN, MAINE 04444**

March 8, 2017

Angus Jennings, Town Manager
Town of Hampden
Western Avenue
Hampden, Maine 04444

RE: Registration Reimbursement for Snowmobile Club

Dear Angus,

I am writing this letter to formally request the \$2000 reimbursement monies that the Town and the club agreed to last year. This money is a portion of the funds that the Town receives each year from the Registration of Snowmobiles.

Sincerely,

Rich Armstrong, President
Goodwill Riders S.C.



Town of Hampden
Land & Building Services

Memorandum

To: Town Council
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: March 15, 2017
RE: Amendments to Zoning Ordinance – Use of a Residence for Business Purposes

The Planning Board held a public hearing on March 8, 2017 on the proposed amendments related to the use of a residence for business purposes ("home occupation"). The Board voted unanimously to refer this to Town Council with a recommendation "ought to pass."

These proposed amendments will replace the current §4.10 with new language which creates three categories of businesses that are commonly run from the business owner's home:

1. Home Business – this includes businesses that have no impact on a neighborhood, such as people who telecommute or run small consulting businesses with no clients coming to the site
2. Customary Home Occupation – this includes businesses with a small amount of business related traffic, such as an individual lawyer or a hairdresser with a small number of clients visiting the site (home).
3. Home Based Contractor – this includes people in the construction trades who do their work off-site but run the business from their home and store materials and/or equipment on site.

Each category has a different level of regulation to ensure that they do not have a detrimental impact on the neighborhood. Home businesses do not require Planning Board approval, the other two categories are allowed by conditional use permit in all zoning districts.

In addition to the proposed changes to §4.10, there are related amendments proposed to numerous other sections of the zoning ordinance:

- Since the use of a residence for business purposes is, by definition, an accessory use, each of the sections in Article 3 where "home occupation (subject to Article 4.10)" appears is proposed to be amended to eliminate that language; each of those sections is listing primary uses of a property and should not have accessory uses mixed in.
- Several housekeeping edits to ensure consistency of the terminology used ("Use of a Residence for Business Purposes" versus "home occupation").
- Several amendments to address signage for the three categories of such businesses.
- Modifications to the definitions.

The intent of these proposed amendments is to both streamline the process for those businesses that have little or no impact on the neighborhood and to create reasonable requirements for those that have a higher likelihood of creating impacts on abutters and the neighborhood.

Amend §4.10 by replacing the section in its entirety:

~~**4.10. Home Occupation Permits**—A home occupation permit shall be granted to a person or corporation and is not granted to run with the land nor is the permit transferable to a subsequent owner or renter. Applicants shall demonstrate that they have adequate right, title and interest in a property in order to apply for a home occupation. Where home occupations are expressly prohibited by deed restriction, lease, subdivision covenant and or subdivision plan condition the Planning Board shall find that the applicant lacks adequate right, title or interest to grant a home occupation permit. Application for a home occupation permit shall include a plan in accordance with Article 4.1.9, Site Sketch. If new construction is proposed the requirements of Article 4.1., Site Plan Review shall be met in addition to the requirements of Article 4.10 Home Occupation Permits. All home occupations shall be planned, operated and maintained according to the following standards. (Amended: 03-21-05)~~

~~**4.10.1. Employees**—A home occupation shall be conducted by a member or members of the immediate family occupying the dwelling unit. There shall be no more than one person employed who does not reside on the premises.~~

~~**4.10.2. Incidental and Subordinate**—To insure that the character of the neighborhood is not transformed from one which is primarily residential, the home occupation shall be clearly incidental and subordinate to the use of the dwelling place as a place of residence. The home occupation shall be carried on wholly within the principal residential or accessory structure on the premises. If carried on within the principal residential structure, it shall not occupy more than thirty (30%) percent of the floor area. If the home occupation is carried on within an accessory structure the total floor area dedicated to the home occupation use shall not exceed fifty (50%) percent of the total finished floor area of the principal residential structure. Home occupations shall not utilize outdoor storage or display. (Amended: 02/06/84, 03-21-05)~~

~~**4.10.3. Appearance and Performance Standards**—In no way shall the appearance of the structure or the premises be altered or the occupation within the residence be conducted such that the structure or premises differs from its residential character by use of colors, materials, premises layout, construction or and a tarpaulin-like canvas or vinyl cover do not satisfy the requirements of this section. The proposed home occupation shall not be overtly evident from beyond the property line of the subject premises except for the presence of a sign and customer or client parking. Home occupations shall not cause sound, noise, odors, dust, gas, fumes, smoke, light or other dangerous emissions discernable or detectable from beyond the property line of the subject property. In addition, no home occupation shall be allowed which creates a fire hazard to the premises or neighboring premises or which creates electrical interference such that it causes visual or audible interference in any radio or television receivers off the premises. The applicant shall demonstrate that the proposed home occupation will not interfere with the peaceful use and enjoyment of residential properties located in the area of the proposed use. (Amended: 03-21-05)~~

~~**4.10.4. Signs and Advertising**—Permitted: one (1) unlighted, unreflective sign no greater than four (4) square feet located on premises only. Off premises Official Business Directional Signs, as defined in 23M.R.S.A. section 1903, are prohibited. Newspaper, radio, T.V. or telephone listing advertising may be used to the extent that Articles 4.10.5 and 4.10.6 are not violated. (Amended: 11-05-90, 03-21-05)~~

~~**4.10.5. Traffic and Parking**—The proposed site layout shall provide for safe ingress and egress to and from public and private roads by providing adequate sight distances and minimal turning conflicts with roads and driveways. Provision shall be made available for vehicles to turn around on the premises. Off street parking which includes no more than three (3) spaces located in the front yard shall be provided for all expected customer/clients of the home occupation. No home occupation shall be approved or allowed to operate if it generates more than ten (10) auto trips by customer/clients in any one day. (Amended: 03-21-05)~~

~~4.10.6. Commercial Vehicles—No commercial vehicles in excess of three-quarter (3/4) ton capacity shall be used by a home occupation for the delivery of materials to and from the premises and no commercial vehicles in excess of three-quarter (3/4) ton capacity shall be parked on or about the premises.~~

~~4.10.7. Utilities and Public Facilities—There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes. (Amended: 03-21-05)~~

~~4.10.8 Additional Conditions Necessary for Approval of Home Occupations. If in the judgment of the Planning Board additional improvements or safeguards are necessary in order to make a proposed home occupation safe, sanitary or less intrusive in a neighborhood the Board may place conditions on the approval of the home occupation that further limit the operation of the business, provide for screening or bufferyards or improve traffic safety. (Amended: 03-21-05)~~

~~4.10.9. Alterations to Land and Buildings of Previously Approved Home Occupations. If additions or alterations have been constructed, or are proposed for construction to primary use residences or to accessory use buildings which in the opinion of the Code Enforcement Officer significantly alter a Planning Board approved home occupation the Code Enforcement Officer shall require that the home occupation use seek a revision from the Planning Board. In order to determine if the alterations or additions alter the approved Home Occupation the Code Enforcement Officer shall review the municipal documents on file including the minutes of the Board meeting at which the Home Occupation was approved. The Code Enforcement Officer shall not issue a building permit or certificate of compliance for such additions or alterations that have not received Planning Board Home Occupation permit approval unless the applicant surrender the home occupation permit and or conditional use/site plan home occupation use approval in writing. (Amended: 03-21-05)~~

~~4.10.10. Discontinuation and Abandonment of a Legacy Home Occupation. If a home occupation, created under the provisions of the Ordinance prior to January 1, 2005, has been discontinued or abandoned for a period of 12 months the home occupation use may not be re-established without first receiving a Home Occupation Permit under the provisions of Article 4.10 of this ordinance. The Code Enforcement Officer shall have authority to issue a determination that the use has been discontinued or abandoned for a 12-month period. (Amended: 03-21-05)~~

4.10 Use of Residence for Business Purposes. There are three categories of businesses (including professions and trades) that may be conducted in or at a residence (dwelling) as an accessory use: a home business, a customary home occupation, and a home based contractor.

4.10.1 Home Business — A business, profession, or trade which is conducted by a resident of the premises entirely within the residence or an accessory building, and does not involve more than occasional business vehicular traffic to the property. Examples include but are not limited to artists, desktop publishers, software developers, craftsmen, contractors who only operate an office at the home, and people who work at home and conduct business by mail or electronic communication (including employees who telecommute). Home businesses are subject to the provisions of §4.10.4 and §4.10.5 below.

4.10.2 Customary Home Occupation — A business, profession, or trade which is conducted by a resident of the premises entirely within the residence or an accessory building, and involves an increase in traffic for clients, customers, patients, associates, or employees. Examples include but are not limited to lawyers, accountants, beauticians, professional consultants (such as mental health, design, and real estate), and small retail businesses not exceeding 300 square feet GFA. Customary Home Occupations are subject to the provisions of sections 4.10.4 and 4.10.6 below.

4.10.3 Home Based Contractor — A business which is conducted by a resident of the premises accessory to a residential use, but not entirely enclosed within the residence or one or more accessory buildings. Examples include but are not limited to building, plumbing, electrical, cabinetry, landscaping, and other similar contractors who perform their work off-site but use the residence as a base of operations including an office and small scale storage of equipment and materials. This category is meant to serve the needs of small businesses with limited space needs, with the expectation that once the business has grown to a larger size (e.g. increase in vehicles above that allowed in §4.10.23) it will be moved to a more appropriate location in a commercial or industrial district. Home Based Contractors are subject to the provisions of sections 4.10.4 and 4.10.7 below.

4.10.4 General Requirements.

4.10.4.1 The activity must be operated by residents of the dwelling unit.

4.10.4.2 The activity must be clearly incidental and secondary to the primary use of the premises as a residence.

4.10.4.3 There shall be no window displays or other features not normally associated with residential use.

4.10.4.4 If carried on within the principal residential structure, the activity shall not occupy more than thirty (30%) percent of the floor area. If carried on within an accessory structure the total floor area dedicated to the business use shall not exceed fifty (50%) percent of the total finished floor area of the principal residential structure.

4.10.4.5 The activity shall not cause sound, noise, odors, dust, gas, fumes, smoke, light or other dangerous emissions discernable or detectable from beyond the property line of the subject property, beyond that which is normally associated with residential use. In addition, no business activity shall be allowed which creates a fire hazard to the premises or neighboring premises or which creates electrical interference such that it causes visual or audible interference in any radio or television receivers off the premises. The applicant shall demonstrate that the proposed business activity will not interfere with the peaceful use and enjoyment of residential properties located in the area of the proposed use.

4.10.4.6 No commercial vehicles in excess of 34,000 pounds gross vehicle weight (GVW) shall be used for the delivery of products, foods, or materials to and from the premises.

4.10.4.7 A permit shall be granted to the property owner or applicant; however in cases where a Customary Home Occupation or a Home Based Contractor business is the subject of the application, the Planning Board shall have the option to set a condition allowing the permit to be granted to the property (i.e. "run with the land") when the Planning Board finds that the continuation of the use after the transfer of property ownership, and without further permitting, will comply with the requirements in Sec. 4.10.4 of this ordinance.

4.10.4.8 Approved permits shall be recorded at the Penobscot County Registry of Deeds within 30 days of issuance or prior to any related building permit being issued.

4.10.5 Home businesses are permitted in all zoning districts without need for a conditional use permit, but must conform to the following provisions in addition to those listed in section 4.10.4 above:

- 4.10.5.1 The business must be conducted entirely within the residence or an accessory building.
- 4.10.5.2 The activity must not change the character of the premises or surrounding neighborhood.
- 4.10.5.3 No non-resident employees are permitted on site.
- 4.10.5.4 There shall be no exterior display of products, no exterior storage of materials or equipment used solely for the business, no exterior parking of business vehicles or equipment, and no other variation from the residential character of the premises. This section shall not prohibit the exterior parking of personal vehicles or equipment (not used for the business).
- 4.10.5.5 The business shall not generate traffic that is inconsistent with the traffic associated with a residential use, either in quantity or type.
- 4.10.6 Customary Home Occupations are permitted in all zoning districts by conditional use permit, if in compliance with the following provisions in addition to those listed in section 4.10.4 above:
- 4.10.6.1 The business must be conducted entirely within the residence or an accessory building.
- 4.10.6.2 Not more than one non-resident person shall be employed in the business at the site.
- 4.10.6.3 There shall be no exterior display of products, no exterior storage of materials or equipment used solely for the business, no exterior parking of business vehicles or equipment, and no other variation from the residential character of the premises other than a sign in conformance with §4.8, Signs. This section shall not prohibit the exterior parking of personal vehicles or equipment (not used for the business).
- 4.10.6.4 No home occupation shall be approved or allowed to operate if it generates more than ten (10) customers/clients in any one day.
- 4.10.6.5 The business shall not necessitate more than three parking spaces for clients, customers, patients, non-resident employees, or other business related demands. Required parking must be accommodated off-street, and new parking areas must be screened from the view of abutters and from public ways (streets or pedestrian ways) utilizing vegetation, fencing, and/or topography. To the extent practical, parking areas should be located at the side or rear of the residence or accessory buildings.
- 4.10.6.6 No commercial vehicles in excess of 34,000 pounds gross vehicle weight (GVW) shall be used for the delivery of products, foods, or materials to and from the premises.
- 4.10.7 Home Based Contractors are permitted by conditional use permit, if in compliance with the following provisions in addition to those listed in section 4.10.4 above:
- 4.10.7.1 The parcel on which the business is operated is within one of the following districts: Rural, Rural Business, Business, Business B, Commercial Service, Interchange, or Industrial.
- 4.10.7.2 The parcel must be a minimum of two acres in size.
- 4.10.7.3 Not more than eight vehicles associated with the business (maximum of four construction equipment such as loader/backhoe, skidder, etc.) shall be parked at the

site at any given time, including employee vehicles and construction vehicles, but excluding personal vehicles not typically used for the operation of the business.

4.10.7.4 The activities related to the business may be conducted in part outdoors, but all such activities, equipment, and storage shall be substantially and permanently screened from the view of abutters and from public ways by buffers such as vegetation, fences, and/or topography.

4.10.7.5 No more than 25% of the parcel, exclusive of areas covered by buildings, shall be used for business activities, including outdoor storage or parking.

4.10.7.6 The total square footage of buildings used for storage or garaging of vehicles or equipment associated with the business shall be no greater than 2,000 square feet. This shall not be construed to mean that a greater number of vehicles may be parked at the site than is permitted above.

4.10.7.7 The Planning Board shall take into consideration the road network serving the proposed business location in regard to safety of the residents of the vicinity and the types of vehicles to be used by the business, including delivery trucks, and the projected number of trips to and from the site each day.

4.10.8 Application Procedure

4.10.8.1 Applicants for a Home Business shall submit a request to the Land & Building Services office on the form provided, for review by the Code Enforcement Officer. If the he/she determines that the proposed business meets the criteria of this category, then he/she shall sign the form stating that the proposed home business does not require approval under sections 4.10.6 or 4.10.7 (i.e. a conditional use permit is not required).

4.10.8.2 Applicants for a Customary Home Occupation or a Home Based Contractor shall submit an application for a conditional use permit to the Land & Building Services office. A sketch plan as described in section 4.1 shall be submitted along with the application form.

4.10.8.3 Applicants shall demonstrate that they have adequate right, title and interest in a property in order to apply for a Home Business, Customary Home Occupation, or Home Based Contractor.

4.10.8.4 Conditions Necessary for Approval of Customary Home Occupation or Home Based Contractor. If in the judgment of the Planning Board additional improvements or safeguards are necessary in order to make a proposed business safe, sanitary or less intrusive in a neighborhood the Board may place conditions on the approval that further limit the operation of the business, provide for screening or buffer yards, or improve traffic safety.

4.10.9 Previously Approved Home Occupations

4.10.9.1 If additions or alterations have been constructed or are proposed for construction to residences or accessory buildings, which in the opinion of the Code Enforcement Officer significantly alter a Planning Board approved Use of a Residence for Business Purposes, the Code Enforcement Officer shall require that the owner of the business seek a new permit from the Planning Board. In order to determine if the alterations or additions alter the approved business the Code Enforcement Officer shall review the

municipal documents on file including the minutes of the Board meeting at which the Use of a Residence for Business Purposes was approved.

Amendments to other sections of the zoning ordinance related to Use of Residence for Business Purposes:

Amend §3.4.2, permitted uses in Business District

3.4.2. Permitted Uses (Subject to Site Plan Review) - Retail sales, service business, business or professional office, take-out restaurant, small restaurant, community facility, ~~home occupation (subject to Article 4.10)~~, essential service, single family structures, multi-family structures limited to four (4) units maximum, accessory uses or structures. (Amended 12-6-04, 03-21-05)

Amend §3.5.2, permitted uses in Rural Business District

3.5.2. Permitted Uses (Subject to Site Plan Review) - Grocery/superette, drug store, self service laundromat, business or professional office, ~~home occupation (subject to Article 4.10)~~, essential service, and wireless telecommunications facilities (subject to Article 4.22). (Amended: 10-01-01, 03-21-05)

Amend §3.6.2, permitted uses in Interchange district

3.6.2. Permitted Uses (Subject to Site Plan Review) – Any retail or service business, hotel, motel, take- out restaurant, small restaurant, sit-down restaurant, automobile and truck service station and repair facility, gift shop, truck terminal, business or professional office, indoor recreation, single family dwelling in existing principle structures on Old Coldbrook Road, ~~home occupation (subject to Article 4.10)~~, accessory uses or structures, essential services, and wireless telecommunications facilities (subject to Article 4.22). (Amended: 03-08-99, 05-21-01, 10-01-01, 12-6-04, 03-21-05, 1-17-12, 07-15-13).

Amend §3.7.3, permitted uses in Residential A district

3.7.3. Permitted Uses (Subject to Site Plan Review where applicable) - Single family dwelling, (including modular homes), home day care (subject to Article 4.19), accessory uses and structures, non-commercial park or playground, ~~home occupation (subject to Article 4.10)~~, essential service. (Amended:8-22-94, 03-21-05)

Amend §3.8.3, permitted uses in Residential B district

3.8.3. Permitted Uses (Subject to Site Plan Review where applicable) - Single family dwellings, certified manufactured homes, home day care (subject to Article 4.19), accessory uses and structures; non commercial parks or playgrounds, essential service, congregate care facility, public schools, multifamily structures, multi-family attached structures, elderly housing, mobile home parks (subject to Article 4.13.3) ~~home occupation (subject to Article 4.10)~~. (Amended: 8-22-94, 1-21-97, 03-21-05)

Amend §3.9.2, permitted uses in Rural District

3.9.2. Permitted Uses (Subject to Site Plan Review where applicable) - Agriculture, forestry, single family dwelling, certified manufactured home, two family dwelling, three or four family dwelling when serviced by public sewer and water, home day care (subject to Section 4.19), accessory use, golf course or other outdoor recreational facilities, ~~home occupation (subject to Article 4.10)~~, cluster subdivisions, essential service, and wireless telecommunications facilities (subject to Section 4.22). (Amended: 9-19-83, 8-22-94, 12-18-95, 10-01-01, 6-3-02, 03-21-05)

Amend 3.13.2, permitted uses in Business B district

3.13.2. Permitted Uses (Subject to Site Plan Review) - Business and professional offices, retail and service businesses, take-out restaurant, small restaurant, single family dwelling, ~~home occupation (subject to Article 4.10)~~, accessory uses or structures and essential service. (Amended: 12-6-04, 07-14-14)

Amend 3.14.3, permitted uses in Village Commercial District

3.14.3. Permitted Uses - (Subject to Site Plan Review) - No permitted commercial use shall exceed six thousand (6000) square feet in floor area within a building. One (1) and two (2) family dwellings, home day care (subject to Article 4.19), any business office or professional office, retail sales, service business, ~~home occupation (subject to Article 4.10)~~, take-out restaurant, small restaurant, accessory uses or structures. (Amended: 8-22-94, 11-3-97, 12-6-04, 03-21-05)

Amend §4.1.9.1, Site Plan Review, Site Sketches, by changing the title of the illustration:

Site Sketch of John Q. Public Customary Home Occupation or Home Based Contractor (For Illustration Purposes Only)

Amend §4.2.3.9, under Standards Governing Conditional Use Permits

The proposed use, if a ~~home occupation~~Use of a Residence for Business Purposes, shall meet the standards contained in Article 4.10 of this Ordinance. (Amended: 10-17-88)

Amend §4.8.1, Off-Premises Signs

Off-Premises Signs - No off-premises signs shall be erected or maintained in the Town of Hampden except in conformity with 23 MRSA section. 1901-1925 the Maine Traveler Information Services Law. Off-premises official business directional signs may be located in the Town of Hampden in such locations and in such a manner as allowed under 23 MRSA sections 1901-1925 and under the rules and regulations of the State of Maine Department of Transportation. Provided, however, that off-premises official business directional signs for ~~home occupations~~Use of a Residence for Business Purposes are prohibited.

Authorization for official business directional signs shall be obtained from the Code Enforcement Officer.

(Amended 01/21/03) (Amended 2-4-16)

Amend §4.8.3.6, under Permitted Signs Not Requiring a Permit

Customary Home Occupation or Home Based Contractor sign - In place of the sign allowed in Article 4.8.3.3. above, approved customary home Occupations or home based contractors may display a single sign, not over four (4) sq. ft. in area, relating to the ~~home occupation business~~.

Amend §4.8.3.7, under Permitted Signs Not Requiring a Permit

For sale signs - In addition to the sign allowed in Article 4.8.3.3. above, residential users may display a single temporary sign, not over four (4) sq. ft. in area, relating to goods or services for sale on the premises, if such sale does not constitute either a business, a customary home occupation, a home based contractor, or a yard sale. Examples of sales falling under this provision are the sale of a used vehicle, the sale of a used appliance, or other occasional sales.

Amend §4.8.6, Signs in Residential Districts, by adding a new §4.8.6.6

Use of Residence for Business Purposes: Signs for customary home occupations or home based contractors are permitted under §4.8.3.6. Signs are not permitted for Home Businesses.

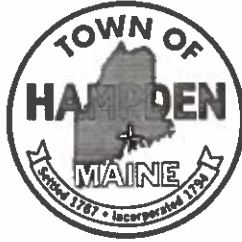
Amend §7.2, Definitions

Commercial Use: The use of lands, buildings, or structures, other than "~~home occupations~~Use of a Residence for Business Purposes", as defined, the intent and result of which activity is the production of income from the buying or selling of goods and/or services, exclusive of rental of residential buildings and/or dwelling units.

~~Home occupation~~Use of a Residence for Business Purposes: The subordinate use of a dwelling unit or structure accessory to a dwelling unit for gainful employment involving the manufacture, provision or sale

of goods and/or services. There are three categories of such use, which are defined in §4.10 of this ordinance: home business, customary home occupation, and home based contractor.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



D-5-g

Phone: (207) 862-3034
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TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 16, 2017
RE: Upcoming meeting with RSU-22 Administration and Augusta delegation

Following on prior direction from the Council, a meeting has been scheduled among representatives from the four RSU-22 Towns, the RSU-22 Administration and Board representatives, and Senator Cushing, Senator Thibodeau, and Representative Gillway.

The meeting will take place on Monday, March 27 at 9 AM at Hampden Academy.

In order to maintain an overall attendance number that facilitates good dialogue (and fits the room size), the expectation is that each Town will be represented by 2-3 people (3 max), including the Manager (if applicable).

On Monday I'd like the Committee to recommend two Councilors to attend.

Superintendent Lyons is preparing a meeting agenda with input from the Towns. So far, this is expected to include:

- Sustainability and composition of school funding formula
- Advocacy of public education; how can entities cooperate on this message
- The delayed timing of this year's information about School funding, and the significant challenges this creates relative to Town adoption of a budget (and whether this information can be made available earlier than projected).
- The importance of Municipal Revenue Sharing to offset the costs of State-mandated municipal functions, and how significantly this funding has dropped in recent years beginning in 2005 but really accelerating since 2009.
- The financial impact of Homestead Act changes on Towns' revenues.
- Advocating for the State to meet its obligations under the school funding formula.

With the other Towns, we are still reviewing the proposed budget and proposed legislation, and may have policies we will reference in addition to Homestead.

If the Finance Committee has additional issues or concerns you want reviewed on the 27th, we can add those to the agenda coming out of Monday's meeting.

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS:	1 M.R.S.A. § 405(6)(A)
SCHOOL STUDENT SUSPENSIONS/EXPULSIONS:	1 M.R.S.A. § 405(6)(B)
REAL ESTATE; ECONOMIC DEVELOPMENT:	1 M.R.S.A. § 405(6)(C)
LABOR CONTRACTS/NEGOTIATIONS:	1 M.R.S.A. § 405(6)(D)
ATTORNEY-CLIENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(E)
CONFIDENTIAL RECORDS:	1 M.R.S.A. § 405(6)(F)
EMPLOYMENT EXAMINATIONS:	1 M.R.S.A. § 405(6)(G)
CODE ENFORCEMENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(H)